24 Feb 1969

AGENCY TAPE LIBRARY CHARACTERISTICS SURVEY

1. AGENCY NAME	2. DIVISION OR SECTION	3. PERSON INTERVIEWED (Name)	4. PHONE (Code, ext.)
CIA	Operations		STAT

SECTION I - GENERAL

2. NAME OF MANUFACTURER(S) OF HARDWARE	2. MODELS OF HARDWARE
IBM	360's - 20, 50, 65, 67
RCA	70/35, 70/45
Control Data	8092

3. NUMBER OF REELS	4. IF STANDARD 1/2" TAPE, GIVE LENGTH (Feet)	5. BPI USED
10,000	☐ 300 ☐ 1200 ☒ 2400 ☐ 3600	800

6. IF OTHER THAN STANDARD 1/2" TAPES MAINTAINED, GIVE SIZE AND NO. REELS	7. NUMBER OF PROGRAMS STORED ON TAPE
No	Unavailable

8. DESCRIBE ARRANGEMENT OF REELS

Tapes are stored in reel number sequence with alphabetic card file cross-reference by Project

9. NUMBER OF DISK PACKS	10. DATE OF EARLIEST TAPE	11. NUMBER OF TAPES MORE THAN FIVE YEARS OLD
120	January 1963	700

12. LIST PROGRAMS FOR WHICH TAPE IS RETAINED FIVE YEARS OR MORE

Available from tape inventory listing by date saved

13. ARE THERE DIFFICULTIES IN READING OR CORRECTING OLDER TAPE? ☒ NO ☐ YES (Explain)

14. DOES LIBRARY MAINTAIN RUN BOOKS AND OTHER PROGRAM DOCUMENTATION? ☒ NO ☐ YES (Briefly describe)

15. SAMPLES OF TAPE LABELS, RECEIPT, AND DISCHARGE FORMS FURNISHED ☐ NO ☒ YES

GENERAL SERVICES ADMINISTRATION

GSA FORM OCT 67 7025

SECTION II - LIBRARY ENVIRONMENT

1. IS LIBRARY AIR-CONDITIONED?	2. INSPECTION OF TEMPERATURE AND HUMIDITY

1. IS LIBRARY AIR-CONDITIONED? ☐ NO ☒ YES

2. INSPECTION OF TEMPERATURE AND HUMIDITY ☐ CONTINUOUS ☐ PERIODIC ☒ IRREGULAR ☐ NONE

3. SPECIFY OTHER METHODS OF CONTROLLING TEMPERATURE AND HUMIDITY

Same supply as computer center receives from the ceiling which is controlled by thermostat

4. ARE LIBRARY AND COMPUTER FACILITIES SEPARATE? ☐ NO ☒ YES

5. IS ACCESS TO LIBRARY LIMITED TO ADP PERSONNEL? ☐ NO ☒ YES

6. HOW IS LIBRARY PROTECTED FROM FIRE?

☐ FIREPROOF FACILITIES ☒ SMOKE DETECTION DEVICE ☒ SPRINKLERS ☐ CARBON DIOXIDE SPRAY ☒ OTHER (Specify)

(separate vault room)

7. SPECIFY TYPE OF CONTAINERS USED (e.g., Plastic, metal, etc.)

Plastic cases

8. DESCRIBE MEASURES TO CONTROL DUST (e.g., No rugs; use of special vacuum; no eating, drinking, smoking, etc.)

Occasional vacuuming and wet mopping

SECTION III - PRESERVATION TECHNIQUES

1. TAPES PROTECTED FROM UNAUTHORIZED ERASURE BY:

☒ FILE PROTECTION RING ☐ RECORDING RETENTION PERIOD ON LABEL ☐ SPECIAL PROTECTION DEVICE IN HARDWARE ☒ OTHER (Specify)

(Manual control procedures)

2. INFREQUENTLY USED TAPES REWOUND ☒ NO ☐ YES (How often)

3. TAPES CLEANED? ☒ NO ☐ YES (How often)

4. TAPES RECERTIFIED ☒ NO ☐ YES (How often)

5. TESTING MATERIALS AVAILABLE ☒ NO ☐ YES

SECTION IV - REMARKS

NAME OF EXAMINER	DATE

GSA DC 68 5562

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